



Request for Approval under NASA's "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 2700-0153)

<b>1. Title of information collection</b>	Partnership Agreements Development Survey
<b>2. Purpose</b>	Contractors shall solicit customer feedback via surveys to external customers for NASA Langley work. The survey should sample both the entire customer experience (technical, cost, schedule) and also the SAA Team-specific experience in developing and servicing the agreements.
<b>3. Description of respondents</b>	External NASA Partners that have recently Executed a Space Act or Interagency Agreement.

**4. Type of collection** (check one)

<input type="checkbox"/> Customer comment card/complaint form	<input checked="" type="checkbox"/> Customer satisfaction survey
<input type="checkbox"/> Usability testing (e.g., website, software)	<input type="checkbox"/> Small discussion group
<input type="checkbox"/> Focus group	<input type="checkbox"/> Other:

**5. Personally identifiable information**

Will PII be collected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes:</b> will any information that is collected be included in records that are subject to the Privacy Act of 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes:</b> has an up-to-date System of Records Notice (SORN) been published?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**6. Gifts or payments**

Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**7. Burden time per response**

Category of respondent	Number of respondents	Participation time (list in minutes)	Burden time
Private sector	70	3	3.5 hours
State or local government	70	3	3.5 hours
Federal government	75	3	3.75 hours
Total	<b>215</b>		<b>10.75 hours</b>

**8. Federal cost** (Typically \$30 x total burden hours = federal cost. This cost includes: printing, shipping, IT, contracting, and does not include salaries)

The estimated annual cost to the Federal government is \$322.50 at \$30/user/hour for 215 [100% response rate] survey users [multiplied by the burden] 10.75 x \$30 = \$322.50.
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**9. The selection of your targeted respondents**

Do you have a customer list or similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes,</b> please provide a description of both below (attach a sampling plan if available).		
<b>If no,</b> please provide a description of how you plan to identify your potential group of respondents and how you will select them. By Execution of a Space Act or Interagency Agreement		



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10. Administration of the instrument (check all that apply)

<input checked="" type="checkbox"/> Web-based	<input type="checkbox"/> Telephone	<input type="checkbox"/> In person	<input type="checkbox"/> Mail
<input type="checkbox"/> Other, please explain:			
Will interviewers or facilitators be used?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Please provide the URL: <a href="https://www.surveymonkey.com/r/VQFSC9F">https://www.surveymonkey.com/r/VQFSC9F</a>			

11. Certification. Please certify the following to be true

<input checked="" type="checkbox"/> The collection is voluntary.
<input checked="" type="checkbox"/> The collection is low-burden for respondents and low-cost for the Federal Government.
<input checked="" type="checkbox"/> The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
<input checked="" type="checkbox"/> The results are <u>not</u> intended to be disseminated to the public.
<input checked="" type="checkbox"/> Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
<input checked="" type="checkbox"/> The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.
Name: Olivia Parker
Center, division, or program: NASA LaRC, Strategic Partnerships Office

12. After completing this fast-track form, return the following to the PRA Team:

Please provide as Word files:

- Completed fast-track form
- Screenshots of your collection instrument
- Text of your collection instrument